



Office of the City Clerk

Weekly Report – for Week Ending October 23, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

An invoice from the City of Carson amounting to \$118,757.96 was processed. This is the City's cost for consolidating the primary election onto the City of Carson's March 2015 election. This concludes the billing process for the eight cities that consolidated the City's election onto theirs.

2016 Neighborhood Council Election -

The Candidate Registration web application has been published to the encrypted internet site outside of the City firewall for final testing. The next phase will include integration to the City Clerk Election Web Application Module (WAM) administration of the candidate filing process.

Staff continues to have regular working meetings with EmpowerLA and EveryOne Counts (vendor) to develop the online stakeholder registration and voting portals.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	7/0
Number of Notices/Publications	0/8
Number of Contracts Attested	47
Number of Council Files Created	128
Number of Claims Received	101
Number of Referrals	56
Number of Council Meetings	3
Number of Committee Meetings	6

TOP ITEMS

- **City Health Commission - All 15 Members Appointed**
- **2016 Neighborhood Council Election Preparations**
- **Expansion of Paperless Blue-Slip Forms Department Wide**
- **Windows 10 and Office 2016 Testing in Preparation for Dept-wide Upgrade**
- **Novus Agenda Management Software Bug with Latest Release**

City Health Commission - Staff has configured the Netdocs folder and setup the Early Notification System (ENS) for the newly created City Health Commission. Documents can now be posted and subscribed through the City's ENS system. All 15 Members have now been appointed by each of the Council offices.

Neighborhood and Business Improvement Districts:

Staff attended the Clean Streets Initiatives Working Group. Emphasis was placed on public engagement training for community clean up and coordination of enforcement activities between Public Works, Street Services, Sanitation and the Office of the City Attorney.

City Council approved the reconfirmation of assessments for the Wilshire Center Business Improvement District. The public meeting is scheduled for November 17, 2015 with the final public hearing scheduled on December 12, 2015.

Automated Paperless Blue-Slip (Time Off) Request Forms - After an initial testing period, the decision has been made to expand department wide the automated blue slip forms system that was developed using the same product that we use for accepting Claims Against the City via the web. Rollout is expected to continue through December. The end result is a more efficient and paperless process.



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Microsoft Windows 10 and Office 2016 Department Wide Upgrade - Testing has begun on the newly released Microsoft desktop Windows 10 operating system and Office 2016.

Archives Projects - The City Archives attended the LA as Subject 10th Annual Archives Bazaar at the USC Doheny Memorial Library this past Saturday. This was an excellent opportunity to increase the exposure and awareness of the City Archives. http://www.laassubject.org/index.php/archives_bazaar

Historical Archives Research - A masters candidate from USC inquired about a former City commissioner, Robert Kennard. A citizen researched the files of Mayor and Councilmember Garcetti.

Fiscal - Staff attended various Council Committee meetings to answer questions pertaining to the year-end trust fund reports; continued work on the FY 16/17 proposed budget; trained new Council staff on Petty Cash and Contingency Account expenditure procedures; and met with Mayor's staff to discuss City-wide procurement procedure streamlining.

Personnel - Staff held 4 new employee and 2 leaving office orientations; worked with LAPD and City Attorney staff to schedule Workplace Violence Prevention Training with remaining Council Offices; and coordinated the Department-wide roll out of the electronic Time Off Request Form (Blue Slip).

ISSUES

Agenda Management System - The recent Novus software update has caused two issues: (1) the vote results imported from the Council Vote System to the Novus meeting minutes were mismatched; and (2) the automated creation of the electronic document packets for agendas and supporting materials is randomly overlapping text on the agenda. Staff is working with the Novus vendor for a resolution.

UPCOMING. . . .

City Health Commission Meeting - The first meeting of the City Health Commission is tentatively scheduled for November.

Council Recess - Council will be in recess the week of November 2-6, 2015 to attend the League of Cities Annual Congress of Cities and Exposition in Nashville, TN.